

Board of Selectmen
Minutes November 19, 2013

Convened at 6:00 pm

Present: Andrew Artimovich, Chairman
Jane Byrne
Jeffrey Bryan
Ken Christiansen

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the recreation register.

Jonathan Ellis was in to present the weekly Treasurer's report. Please see last page to view report.

Building Inspector Gil Tuck had the following building permits to be signed:

- Allan and Sarah Gay, 19 Sherman Avenue, woodstove: signed by Board
- Dowling Corp., 61 Pine Road, heat exchanger: signed by Board
- Verizon Wireless, 152 Rte. 27, antennae: signed by Board
- David Abusamra, 70 Haigh Road, deck: signed by Board
- Jeff Scott, 257 Pickpocket Road, garage: signed by Board
- Philip Donovan, 470 Rte. 125, garage: signed by Board
- Maplevale Builders, Pine Road, new house: signed by Board
- Three G, Spruce Ridge Drive Lot J, new house: signed by Board
- Three G, Spruce Ridge Drive Lot M, new house: signed by Board
- Bob Webb, 21 Pine Road, shed: not signed by Board, if in commercial zone will need site plan review.

Bryan made a motion, 2nd by Byrne to approve the public minutes of 11/12/2013. All were in favor.

The bid from Nici Automotive for fleet maintenance was opened. This was the only bid received. The board reviewed the bid and Christiansen made a motion, 2nd by Byrne to accept the bid from Nici automotive for 2014 and 2015. All were in favor.

The board reviewed the following bids received for mowing and landscaping services:

- Grover and Son: \$49,000
- Cheapskates Landscaping: \$47,580.

Bryan made a motion, 2nd by Christiansen to review the bids and discuss them further next week. All were in favor.

Clement said BayRing Communications is requiring a CPNI authorization form to designate authorized contacts for the Town. Bryan made a motion, 2nd by Byrne to name Artimovich, Carolyn Thorsell, and Karen Clement as authorized contacts. All were in favor.

Christiansen made a motion, 2nd by Byrne to sign a letter of thanks to the Brentwood Gardeners. All were in favor.

Bryan made a motion, 2nd by Christiansen to sign the contract with COEH to continue in the DOT consortium. All were in favor.

Board of Selectmen
Minutes November 19, 2013

Bryan made a motion, 2nd by Byrne to sign the 2014 renewal contract for Cartographics. All were in favor.

Clement presented an abatement for an elderly exemption as the resident was eligible for a higher exemption amount. Bryan made a motion, 2nd by Artimovich to approve the abatement amount. All were in favor.

Margaret Dullea and Bob Regan were present to discuss the recreation budget for 2014. Dullea is requesting an additional 5 hours per week bringing her to a total of 30 hours per week. All other line items were level funded. Artimovich asked why the electric line was not increased as the budget is showing being overspent. Dullea said they are going to continue the 55/45 split with the Town and any overage will be absorbed by the revolving fund. Clement said there is a due to line item in the 03 fund to be transferred to the general fund; transfers are usually made in August and December. Bryan asked for a budget of expenses for the revolving fund to present to the budget committee. Bryan made a motion, 2nd by Christiansen to approve the recreation budget (01 fund) of \$40,736. All were in favor.

Artimovich said there was a memo in the mail requesting paid holidays for the recreation director. Clement said the bookkeeper and administrative assistant to the PD receive holidays at 30 hours. Those positions were grandfathered to receive those benefits. Christiansen made a motion, 2nd by Bryan to approve paid holidays for the recreation director. The hours worked in a week are not to exceed 30 hours the week of the holiday; and Clement will determine the average hours for the holiday. Artimovich, Bryan, and Christiansen were in favor. Byrne abstained.

The board reviewed the town clerk budget; Bryan made a motion, 2nd by Christiansen to approve the town clerk budget of \$65,090. Artimovich, Bryan, and Christiansen were in favor. Byrne abstained.

The board reviewed the tax collector budget; Bryan made a motion, 2nd by Christiansen to approve the tax collector of \$63,276. Artimovich, Bryan, and Christiansen were in favor. Byrne abstained.

Clement presented the information systems budget. Clement said Mainstay's support fee has increased \$100 per month based on actual hours of support used. The software support included the cost to marry BMSI and Patriot, which was voted on previously. The equipment costs included a new computer for the town clerk's office, a laptop for the supervisors, and a printer. Bryan made a motion, 2nd by Byrne to approve the information systems budget of \$ 30,175. All were in favor.

The board reviewed the code enforcement budget. Bryan made a motion, 2nd by Christiansen to approve the code enforcement budget of \$26,500 a reduction from this year. All were in favor.

The board reviewed the debt service budget. Bryan made a motion, 2nd by Christiansen to approve the debt service budget of \$379,807 a reduction from this year. All were in favor.

The board reviewed the government buildings budget. Clement budgeted \$17.00 per hour for 18 hours per week for the custodian, which is the high end of what the board has approved. Clement also budgeted \$4,000 for a one time deep cleaning of all offices, carpets, strip and wax, and windows. The electricity line was increased \$1,500 and alarm contracts was increased to account for the cost for the annual inspection of the building alarm system. Bryan asked what the cost would be after the new cameras were installed. Clement said she will need to look into that. This budget will be tabled until next week.

Henry DeBoer, Chairman of the Epping Water and Sewer Commission was present to discuss the potential for the expansion of water lines down Rte. 125 and into Brentwood. Bruce Stevens, Chairman of the Brentwood Planning Board was also present for the discussion. DeBoer said Epping has been able to create over 100 million dollars in

Board of Selectmen
Minutes November 19, 2013

commercial valuation and have been able to reduce the tax rate by 15%. He said conceptually a TIF district would need to be created and the TIF district or the developer would be responsible for running the pipe. The cost averages \$100 per foot of pipe. Epping charges a connection fee of \$10 per gallon of usage. The Town would float a bond for the creation of the TIF district and initially the connection fee would pay for the bond, once the bond was paid off the fees would be revenue to the Town. Artimovich said the Town may be interested in a water and sewer relationship. Stevens said the septic would be the biggest limiting factor. DeBoer said at this time Epping does not have the sewer capacity to offer to Brentwood. Stevens said Brentwood may want to consider a smaller scale version of Epping's waste water treatment plant in our Town.

Robinson wanted clarification on the Nici proposal. Artimovich said he would still continue to use Martin Road and Liberty for the big trucks.

Robinson presented the board with a letter of resignation from Officer Kurt Holston. Artimovich made a motion, 2nd by Christiansen to retain Holston as a part time officer and post an ad for a full time replacement. All were in favor.

Robinson said the new cruiser was not ready. He also mentioned that Rowell Road West was completed and they will be working on shimming up Lake Road from the Pierce property to the top of the hill.

Clement said Hartmann was offering 22 cents over rack for gas and diesel for 2014. Buxton offered 21 cents for diesel and 15 cents over rack for gas. Christiansen made a motion, 2nd by Byrne to accept Buxton Oil's proposal. All were in favor.

Clement asked if the board has reviewed the new building permit applications. Christiansen made a motion, 2nd by Bryan to approve the new applications and roll them out for January 1, 2014. All were in favor.

Motion to adjourn at 7:45 pm made by Bryan, 2nd by Byrne; all were in favor.

Respectfully submitted,

Karen Clement

Board of Selectmen
Minutes November 19, 2013

WEEKLY TREASURER'S REPORT					
Date:	November 19, 2013				
Citizens General Fund:					
	Previous Balance:		8,366.88		
	Deposits:		125,814.11		
	Payroll:		13,204.13	DD: 7403.90	CK: 5800.23
	FICA:		3,248.29		
	to Impact Fees				
	A/P: Regular		187,384.22	Swasey: \$170,000	
	From MMA		85,000.00		
	TO MMA				
	Account Balance:		15,344.35		
	Interest Earned YTD:		33.73		
CD's:	Unrestricted Balance:		-		
MMA:	Unrestricted Balance:		421,228.42		
	Total Invested Funds:		421,228.42		
	Interest Earned YTD:		311.06		